



JUN 9 2004

TO: See Addressees Below

FROM: Acting Director
Office of Public Health

SUBJECT: Announcement and Availability of FY 2005 Research and Evaluation Program Funds

This memorandum is to announce the fiscal year (FY) 2005 Research and Evaluation (R&E) call for proposals. The purpose of the R&E program is to promote health program evaluation, policy analysis, health services research, and special studies and initiatives. Each selected project will be awarded up to \$50,000. Approximately 10 projects will be awarded.

Evaluation is recognized as a valuable management tool to support strategic planning and budget formulation and to improve program operations through identification of effective processes and activities. Therefore, the R&E program funds are utilized to fund the following types of proposals.

- Health Program Evaluations – to collect and analyze information useful for assisting Indian Health Service/Tribes/Urban (I/T/U) officials in determining the need for improving existing programs or creating new programs to address health needs.
- Policy Analysis – to conduct analyses when a change in the I/T/U health services delivery system must be considered, when issues emerge in an area where no policy currently exists, or when current policies are perceived as inappropriate or ineffective.
- Health Services Research – to undertake analyses of the organization, financing, or administration effects, and other aspects of the I/T/U delivery of health services.
- Special Studies and Initiatives – to conduct studies and/or prepare special reports required by the Congress in response to pending legislation or policies, often using a roundtable forum, whenever an issue or a health problem requires immediate action and it is unclear what type of action should be taken.

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The Indian Health Service (IHS) does not fund biomedical, clinical, or basic behavioral research projects.

Proposals should address the I/T/U budget, the Government Performance and Results Act (GPRA) priorities, and/or the Agency and Health and Human Services (HHS) administration initiatives. Compacting and contracting Tribes that have taken their R&E shares are not eligible to apply for the R&E program funds.

Proposals are due no later than October 15, 2004. An electronic confirmation will be sent upon receipt. All proposals should be e-mailed to dmelton@hqe.ihs.gov. Please include all signature pages (i.e., Area Director's signature) as a pdf file. Then, mail a hardcopy to Ms. Deborah M. Melton at the following address: Indian Health Service, Office of Planning and Evaluation, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. A proposal and final report format is attached. Please submit copies of all proposals to your Area or Headquarters Institutional Review Board (IRB). If it is determined that IRB approval is necessary, then the approval must be obtained and submitted to the Headquarters Planning and Evaluation Office by the October 15, 2004 deadline.

An official review process will be conducted and letters of notification will be sent out to each applicant in December 2004. Funds will be allocated as soon as the Agency has received an official FY 2005 appropriation and clearance has been obtained to allocate the funds.

All final reports of funded projects will be added to the HHS Policy Information Center (PIC) database. The project reports are also sent to the Native Health Research database located at the University of New Mexico in Albuquerque. Copies are also placed on the National Institutes of Health Library of Medicine database.

If you have questions, please call Ms. Deborah Melton at (301) 443-2417 or e-mail dmelton@hqe.ihs.gov. Thank you for your interest in the research and evaluation program.


Gary J. Hartz, P.E.
Assistant Surgeon General

Attachment

Addressees
Area Directors
Area Planning Officers
IHS National Epidemiology Program
Headquarters Program Offices

Indian Health Service
Office of Public Health
Planning and Evaluation Program

Format for Research and Evaluation Proposal Submission and Final Report
for FY 2005

Send an electronic file to dmelton@hqe.ihs.gov no later than October 15, 2004. In addition, please mail a hardcopy to Ms. Deborah M. Melton at the following address: Indian Health Service, Office of Planning and Evaluation, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. Please provide the following information.

1. Name, address, telephone, fax numbers and e-mail addresses for all contact persons at the Area Office or Service Unit. The Area Planning Officer is the Project Officer to oversee all planning and evaluation projects funded for their specific Area only. The Project Director is the individual who submitted the proposal and who will oversee the work of the project.
2. Has this group or individual previously received IHS Research and Evaluation Funds? If so, list projects and amount of funds received.
3. Title of this project and amount of funds requested.
4. Describe how this project relates to the Indian Health Service, Tribal and Urban budget and GPRA priorities or agency initiatives.
5. Provide the history and background of need for this project.
6. Describe your work plan and how you will proceed with this project, include benchmarks, timeframes, and identify your goals and objectives.
7. Provide a consolidated flow chart or outline that shows estimated start dates and projected completion dates for each element or task identified in the proposal. Include the projected date for the completed final report.
8. Describe the methodology you plan to use in the performance of this project.
9. On a separate sheet, include the budget outline and justification.
Note: Equipment and furniture are not allowed.
10. In the appendix, include any references, and resumes of all who are assigned to perform services for the proposed project.
11. Proposal must be approved and signed by the Area Director, Area Planning Officer, and IRB, if deemed necessary.

12. Format for Final Report of Funded Proposals: Prepare typed, with a front cover page to include Title, Area Office, Service Unit, address and Project Director contact information. The report should also include: Table of Contents, Executive Summary, Introduction, Background, History, Facts and Findings, Conclusions, Recommendations, References, and Appendix. Final reports are due 3 months after completion of the project to Ms. Deborah Melton. Final project reports should be e-mailed to dmelton@hqe.ihs.gov. Prepare a memorandum signed by the Area Director, Area Planning Officer (Project Officer) and Project Director as a cover sheet to transmit the report. Then, mail a hardcopy to Ms. Deborah M. Melton at the following address: Indian Health Service, Office of Planning and Evaluation, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.